

How to Link Between Cells in Different Workbooks

1. Open both the workbook that will contain the link (called the *destination* workbook), and the workbook that contains the data you want to link to (called the *source* workbook).
 2. In the destination workbook, click **Save** and name this workbook.
 3. Select a cell or cells you want to link from.
 4. If you are creating a new formula, type = (an equal sign). If you are entering the link elsewhere in the formula, type the operator or function that you want to precede the link, such as SUM.
 5. On the **Window** menu, click the name of the source workbook, and then click the worksheet that contains the cells you want to link to.
 6. Select the cells you want to link to.
 7. Complete the formula. When you finish entering the formula, press ENTER.
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How to Link a Worksheet into another Worksheet

1. Click in the worksheet where you want to place the linked object (the other worksheet).
2. On the **Insert** menu, click **Object**.
3. Click the **From File** tab/button.
4. In the **File name** box, type the name of the file, or click **Browse** to select from a list.
5. Select the **Link to file** check box if you would like it to update as the other worksheet is updated.
6. If you want to display as an icon, select the **Display as icon** check box. This choice will not be updated as the original sheet is updated.